

TRAINING

ANNOUNCEMENT



FEMA

National Continuity Programs, Continuity of Operations

COURSE:

**L550 -COOP PLANNER'S TRAIN-THE-TRAINER
WORKSHOP**

DESCRIPTION:

The Continuity of Operations (COOP) Planner's Workshop is to provide COOP training for Continuity Planners at the Federal, State, Territorial, Local, and Tribal levels of government. Federal Continuity Directive (FCD) 1 directs the Federal executive branch departments and agencies and offers guidance for non-federal, in governments for developing COOP Plans and Programs. COOP Plans facilitate the performance of essential functions during any situation which may disrupt normal operations. The goal of this workshop is to provide you with the tools and hands-on experience necessary to improve your departments' or agencies' Continuity of Operations (COOP) plans.

DATES /TIMES:

January 28-29, 2014 8:30 a.m. – 4:00 p.m.

LOCATION:

**JWP Federal Building
550 Main Street, Cincinnati, OH
Conference Room 4-519**

OBJECTIVES:

Upon completion of this workshop, participants should be able to do the following:

- **Assess your organization's current continuity plan.**
- **Relate the planning steps to each phase of continuity operations.**
- **Identify key persons who should be included in the continuity planning process.**
- **Identify areas requiring more detail in your current continuity plans and develop a strategy or strategies for resolving them.**
- **Analyze the risks and vulnerabilities related to your primary facility and the selection of alternate facilities.**
- **Revise or develop your organization's continuity plans.**
- **Develop a strategy for testing, training, and exercising your continuity plans.**

PREREQUISITES:

- Successful completion of Continuity Program Managers Train-the-Trainer Course (E/L 548) or IS 547 Introduction to Continuity of Operations
- A Continuity of Operations Plan (a final or draft plan will be required for activities during the workshop).

ELIGIBILITY:

Federal, State and Local Government employees responsible for managing a Continuity of Operations Program. There is no stipend for non-federal attendees.

COSTS:

There is no cost for the training; however, the employee's office, directorate or agency is responsible for all travel costs associated with this training.

APPLICATIONS:

Please submit an email to Tina Toca at Tina.Toca@va.gov to reserve a seat in the class. Space limited to the first 25 to register. A waiting list will be established and applicants will be contacted should there be any cancellations.

Please submit a completed FEMA Form 119-25-1 (formerly 75-5 (General Admission Application, August 2010) to the Lead Instructor on the first day of the class.

Applicants with special needs should contact Tina.Toca@va.gov .

APPLICATION DEADLINES:

January 15, 2014

COURSE CANCELLATION POLICY:

Forward an email to Tina.Toca@va.gov.

POINT OF CONTACT:

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